## SECRET

## CIA DEPACEMENT (MPIC)

CIA/PAD(MPIC) NOFICE No. 2-61 OPERATIONS 14 September 1961

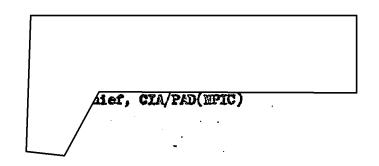
REFERENCE: PAS Memorandum of 13 September 1961, "Guidelines for

Reporting Analysts Time Accomplished on National P. I.

Projects"

- 1. Effective immediately, all CTA/PAD(NPIC) personnel will submit weekly time sheets on Mational Projects to the Office-of-the-Chief, CTA/PAD(NPIC). Time charged against Mational Projects will conform to that set forth in paragraph one of the above referenced removarium.
- 2. Information will be submitted on NPIC form NPIC-FM-31(9-61) and will include a list of all National Projects assigned to the individual analyst whether work was accomplished or not. Projects being chaired by the analyst will be so indicated by asterisk.
- 3. Completed time sheets are due on Friday at COB unless Saturday work is contemplated. If Saturday is a work day, the time sheets should reach the Office-of-the-Chief no later than the following Monday at 0930.

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